



EMAC 21st CCLC Summary of Classes 2 3-1-22



Summary of Classes in EMAC

Welcome!

Please Enter your Name, Role, and District in the Chat box





Agenda

- How to Access
- Overview
- Summary of Classes Form Updates
- Q&A
- Resources





Summary of Classes- Report Overview

- Data submitted to 21st CCLC Specialist 2 times per year January and June
- Includes summary information about each class/activity in the 21st
 CCLC umbrella at the site
- In EMAC, submitted as two separate Data Collection Tasks (DCTs)
 - 1. 21st CCLC Summary of Classes Report I (January) completed 1/21/22
 - 2. 21st CCLC Summary of Classes Report II (June) due 6/3/22







Yes/No

Did you enter information or review information in EMAC for the Summary of Classes (January) task?

In the chat, please respond to this question with a Y or N.



How to Access

New task "21st CCLC Summary of Classes Report II (June)"

Did you enter information or review information in EMAC for the Summary of Classes (January) task?

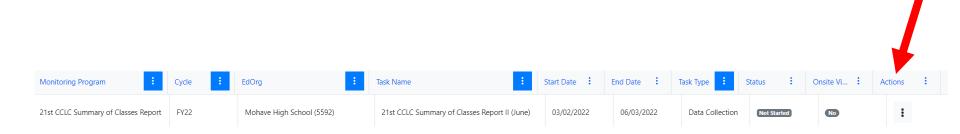
YES - There will be no need to have an EMAC Administrator assign you to this monitoring program. You already have access to this monitoring program.

NO – Your EMAC Administrator will need to assign you to the 21st CCLC Summary of Classes Report Monitoring Program.





EMAC Data Collection Task



Click on the three-dots under the far-right "Actions" column to open the Data Collection Task (DCT).





Data Collection Task 2





21st CCLC Summary of Classes Report II (June) #32324

Program Area 21st CCLC Monitoring Program
21st CCLC Summary of Classes
Report

Cycle FY22 Fiscal Year 2022 Task Type Data Collection

Assigned On: 2/28/2022

IsOnsite Visit: 🗵

Data Collection Method: Desktop Review

Last Modified On: 2/28/2022 9:56:51 AM

Original Start Date: 3/2/2022

Current Start Date: 3/2/2022

Original End Date: 6/3/2022

Current End Date: 6/3/2022

Staff Assigned:

Your favorite specialist



Purpose

Purpose: Completing the Summary of Classes report will provide your Program Specialist with information on how you met your program goals. This includes classes offered to students and family engagement offerings like classes and events. It enables ADE staff to determine whether the site met program requirements.





Online Forms

Purpose

Purpose: Completing the Summary of Classes report will provide your Program Specialist with information on how you met your program goals. This includes classes offered to students and family engagement offerings like classes and events. It enables ADE staff to determine whether the site met program requirements.

The Second Summary of Classes Report Period will include programming offered through the end of the program year.

To Do:

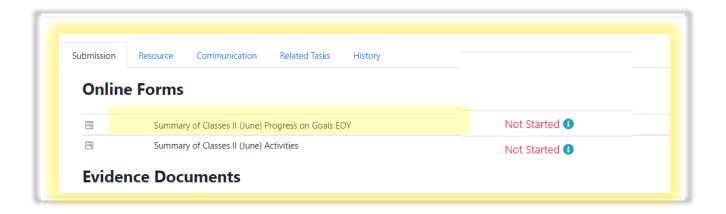
- 1. Complete Online Form 21st CCLC Summary of Classes Report II (June) Progress on Goals EOY:
 - a. Enter the Regular Number of Attendees Summer 2021 + Fall 2021 + Spring 2022
 - b. Enter the number of days the program was open Summer 2021 + Fall 2021 + Spring 2022
- 2. Complete Online Form 21st CCLC Summary of Classes Report II (June) Activities EOY:
 - a. Page 1 This includes classes offered to students and family engagement offerings like classes and events for January 1, 2022 to May 30, 2022 (Spring 2022 Term)
- 3. Select the "Submit for Review" button found on the data submission page.







Completing the Summary of Classes Report



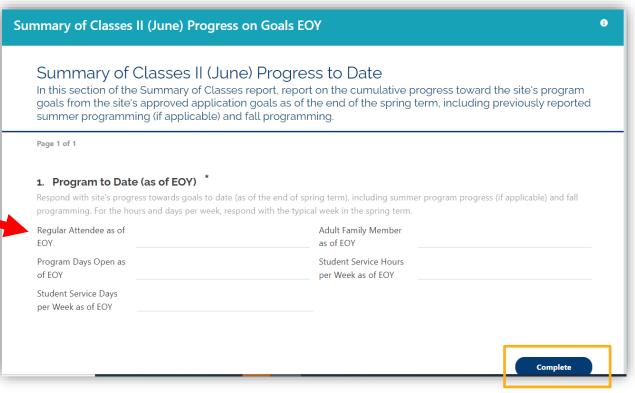




Form 1

What is considered a Regular Attendee?

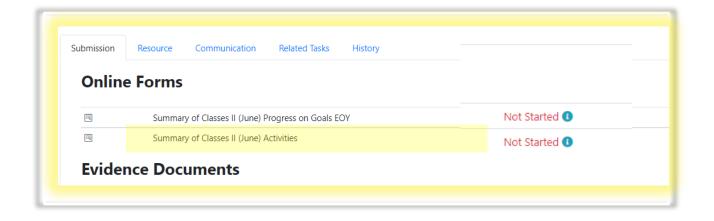
 Student who attends 30 or more days of programming







Completing the Summary of Classes Report





Activities

Summary of Classes II (June) Activities



Summary of Classes II (June) Activities

In this section of the Summary of Classes, report on each activity/class that was offered during the term. Include any classes the site is counting under the 21st CCLC out-of-school time umbrella.





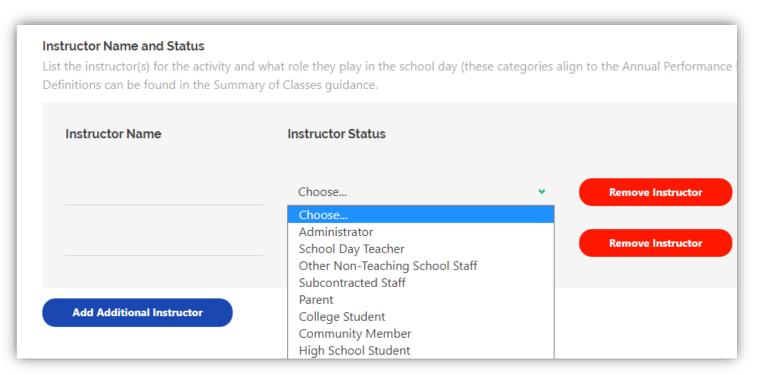
Spring Activities

1. Summary of <u>Classes- Activities offered</u> per term- Spring This has been This has been revised in DCT2 revised in DCT2 Spring 2022 Numbered and Check boxes populates from "Class **#1** Activity: Name" Class Name **Funding Source** Student/Family List the activity/class name, including any Indicate the source(s) of funding for class Was this activity student or family focused? listed. (Most will be 21st CCLC funded. details needed to distinguish between Choose... other classes. some will have multiple sources).21st= 21st CCLCL=Internal F= External Choose... Student 21st CCLC Family Adults Only External This has been revised in DCT2 Internal Added "Adults Only"

Other (describe)



Who was instructing?



No need to list every staff member for school-wide event



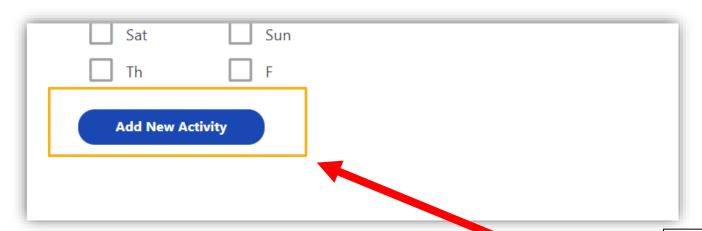


Spring Activities Continued





Adding Activities



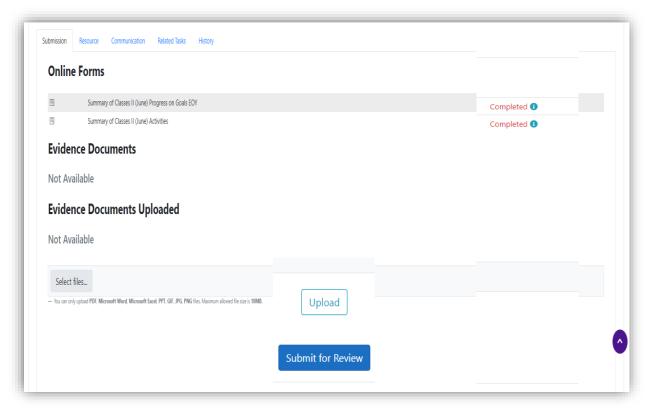
This has been revised in DCT2

Pre-populated previous activity's information





Submitting Summary of Classes DCT 2







Demo





Survey to Come

Opportunity to provide feedback on all things EMAC

- including SOC updates

Keep notes- good, bad, ugly

Be on the look out for the survey later in spring





To Revise After Submitting

Once you submit evidence you can no longer make changes.

The 21st CCLC Program Specialist would need to "Reject" the DCT for you to make any changes.





Office Hours

These office hours are not trainings, but rather an opportunity to dropin and ask any questions you have about navigating EMAC or accessing the Summary of Classes Report.

Tuesday, March 8, 2022 @ 9:30am-10:00am

Tuesday, March 15, 2022 @ 3:30pm-4:00pm

Additional Office Hours will be scheduled in April and May to assist with completing the forms.





▼ EMAC Resources

NEW! Starting with the 2021-2022 school year, all 21st CCLC Monitoring & Required Reporting documents for Year 1 sites will be collected in the EMAC - Educational Monitoring, Assistance & Compliance system (an application in ADE Connect).

EMAC User Guides

Below are EMAC Guides for Submitting 21st CCLC Program At-A-Glance in EMAC. These are dependent on the user role you have been granted in EMAC.

EMAC in ADE Connect Access- PDF - As 21st CCLC transitions to collecting state and federal required reporting in the Educational Monitoring, Assistance, and Compliance (EMAC) system, it is important for any person responsible for 21st CCLC documentation and report submission has access to EMAC through ADE Connect. This resource will provide you with the steps you will need to follow in order to gain access to EMAC to be able to submit 21st CCLC Required Reporting.

EMAC Administrator Guide – Guide for EMAC Administrators on how to add staff to EMAC in ADE Connect and assign staff to EMAC monitoring programs

EMAC LEA User Guide - Guide for district staff who support multiple sites

 $\underline{\textbf{EMAC School User Guide}} \text{ - Guide for school staff who support a single site}$

21st CCLC Summary of Classes Report EMAC Monitoring Program Virtual Training Series

EMAC 21st CCLC Summary of Classes Report Updates for Spring

The EMAC 21st CCLC Summary of Classes Report Updates for Spring virtual training is for 21st CCLC Cycle 17 Year 1 site program leaders who responsible for submitting the required Summary of Classes report.

This training will provide:

- A review of the 21st CCLC Summary of Classes Report in the EMAC Monitoring Program
- · Identify any updates to EMAC forms for the Spring term

EMAC On Website

Training Guides

Recording of DCT 1-Summary of Classes I

Office Hours links

Other EMAC resources













Thanks!



